

Office of the City Manager

April 30, 2013

Shawn Musgrave  
MuckRock News  
Dept. MR 2224  
P.O. Box 55819  
Boston, MA 02205-5819

RE: Public Records Act Request

Dear Mr. Musgrave:

This is in response to your Public Records Act request for information related to drones. The City has completed its search for responsive documents and below are the responses to your query:

**Item 1:** Any requests for proposals, proposals submitted by vendors, contracts, budgets or cost allocations for the purchase, research of and/or use of aerial drones, UAs, UAVs, and UASs (hereinafter "drones").

**Response:** There are no documents responsive to this request.

**Item 2:** Any policies, guidelines, manuals and/or instructions on institutional use of drones, including on the legal process required (such as a warrant or court order), if any, before operating a drone.

**Response:** See attachments

**Item 3:** Any departmental records concerning this institution's use of and/or research of drones now or plans to use drones in the future.

**Response:** See attachment

**Item 3a:** The types of investigations or instances in which this department is using or plans to use drones, or how it plans to support, manage or oversee the usage of drones by another department or office.

**Response:** There are no responsive documents to this request.

**Item 3b:** Policies, guidelines, manuals and/or instructions on storage requirements or procedures for video or static images obtained through use of drones, including retention times.

**Response:** There are no responsive documents to this request.

**Item 3c:** The altitude at which drones can or do fly.

**Response:** There are no documents responsive to this request.

**Item 3d:** Drones' ability to carry weapons.

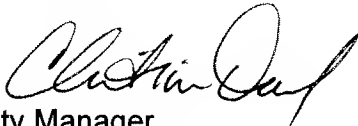
**Response:** There are no documents responsive to this request.

Additionally, please be advised that the City is withholding from disclosure one document that is exempt from disclosure under Government Code Section 6255. This document contains the personal notes and comments of City staff, which was not prepared in anticipation that it would be subject to public scrutiny. Disclosure of this document, which reflects the deliberative process, would impede the effective functioning of government as employees would be reluctant to maintain informal notes or engage in open discussion and debate regarding pending matters if their notes regarding such matters will be subject to public scrutiny. It is for these reasons, that under Government Code Section 6255, the City's interest in not disclosing the document outweighs the public interest in the documents.

Please contact Pamela Embry, at (510) 981-2480 or e-mail to [PEmbry@cityofberkeley.info](mailto:PEmbry@cityofberkeley.info), if you have any questions concerning your request.

Thank you for your patience.

Sincerely,



City Manager  
Christine Daniel

Attachments

cc: Sarah Reynoso, Assistant City Attorney